

Chief, General Services Office  
Chief, Records Services Division  
Tabulating Machine Projects

27 August 1953

1. Attached are outlines of two discussions that I conducted last week concerning projects in the Machine Records Branch. One, the mechanization of leave accounting is a new project; the other, stock accounting and related projects for Logistics Office is an existing project.

2. The leave accounting project requires considerable more time on the part of the O & M Service to develop before it can be determined whether it is practical to perform the accounting for leave by tabulating machine methods. I have requested [REDACTED] of the O & M Service to submit his proposal on this project to us for our comment before a decision is made by the Office of the Comptroller as to whether this is a suitable project for machine tabulating work.

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3. The problem in connection with the stock accounting and related projects in the Logistics Office appears to be one that needs internal coordination in the Logistics Office. The three organizational units concerned with their own problems, namely, stock accounting, cataloging and requirements, have not coordinated their efforts. Neither have they developed written procedures. It was agreed at the meeting held on 27 August, that each organizational unit in the Logistics Office would prepare its requirements for tabulating machine service and develop their own procedures, and submit them to the Machine Records Branch for review. When these procedures have been agreed to, the Machine Records Branch will review its internal procedures if necessary and an overall operating plan will be agreed to and put into effect.

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Attachment 

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